

Part Time Public Safety Telecommunicators - Dispatcher

Candidates must have as minimum requirements:

- High School diploma/GED

- Valid drivers' license

- Be at least 18 years old.

Preference given to those possessing the following: E911 training, LEAPS/NCIC certification, Law Enforcement Dispatch/Emergency Medical Dispatch training, prior dispatching experience, use of Computer Aided Dispatch (CAD) software.

Duties and responsibilities include, but are not limited to, answering multiple emergency and non emergency phone lines, processing informational requests from patrol officers in a timely manner, assisting the public walking into the station, utilizing a multi channel radio system. Be able to maintain composure under stressful circumstances.

The ability to read and comprehend the English language is critical. Typing skills are also desirable.

Must be available to work any/all shifts, including Holidays and weekends.

Paid training.